HHSDC California Health and Human Services Agency Data Center

PO Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

Arnold Schwarzenegger,
Governor

JOB OPPORTUNITY

CLASSIFICATION: Staff Information Systems Analyst
(Permanent Full-Time)

POSITION LOCATION: Health and Human Services Data Center
Child Welfare Services/Case Management System Project
3775 North Freeway Blvd.
Sacramento, CA 95834
(Free Parking)

DO NOT SUBMIT APPLICATIONS TO THIS LOCATION

SALARY: **$4,732 – $5,754**

Duties/Responsibilities:

Under the general supervision of the Application Support Manager, the Staff Information Systems Analyst (SISA) Application Design Lead is responsible for system changes to the Child Welfare Service/Case Management System (CWS/CMS). The SISA must be able to perform proficiently, follow and validate system changes through all phases of the Software Development Lifecycle. The SISA must demonstrate competence with data processing and system design requirements, and on a regular basis must effectively communicate with county and state program staff regarding those requirements. The SISA monitors assigned project activities to ensure application software changes are developed. The SISA leads county Joint Application Design (JAD) and Joint Application Review (JAR) groups to identify program issues and their technical resolutions. The SISA efficiently and effectively evaluates and resolves the more complex application and process issues and acts as a liaison with all levels of federal, state, and county governments and the CWS/CMS maintenance contractor staff. The SISA must demonstrate competence in the preparation of written communications with customers that relate critical information regarding the CWS/CMS application. The SISA is required to work both independently and in a team environment. The SISA also acts as back up to the Application Support Manager as necessary.

Desirable Qualifications:

- Understanding of the learning theories regarding adult learning.
- Experience in making presentations to large groups.
- Familiarity with the requirements of a SACWIS.
- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.

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- Ability to identify and analyze customer business requirements in order to write system technical requirements.
- Strong analytical skills and the ability to utilize complex information to identify and solve problems.
- Excellent oral and written communication skills.
- Ability to organize and prioritize work to complete assignments within strict timelines.
- Knowledge of the potential problems that occur during the development, design implementation and operation of a complex information technology project.
- Ability to create and maintain well-written and detailed project documentation.

Who May Apply:

- Current State employees who are at or have lateral transfer eligibility to the Staff Information Systems Analyst classification.
- Persons who have list eligibility. (Please indicate that you have list eligibility for this classification on your application.)
- SROA/Surplus candidates are encouraged to apply. (Please indicate on your application that you are a SROA/Surplus candidate.)

Inquiries regarding this position may be directed to Ben Ampong at (916) 263-5639.

Please reference RPA#05-208 on your application. *APPLICATIONS RECEIVED WITHOUT RPA #05-208 REFERENCED WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.*

How to Apply:
Submit a STD. 678 State of California application.

Final Filing Date: Until filled

Submit applications/resumes to:
Health and Human Services Data Center
Human Resources Branch
Attn: RPA # 05-208
2525 Natomas Park Dr., Suite 100
Sacramento, CA 95833